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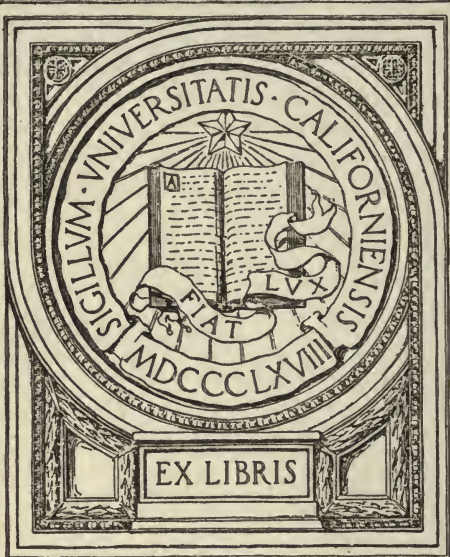
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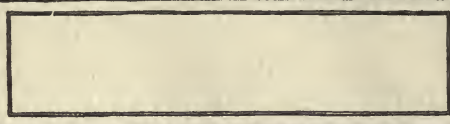


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Preface

This bibliography has been compiled by the Reference Department of the Carnegie Library of Pittsburgh at the request of the Department of Vocational Guidance of the Pittsburgh public schools. A tabulation of the first choice of occupations made by Pittsburgh high school pupils last year seemed to indicate, especially in the case of the girls, a need for a greater knowledge of the variety of careers open to them. Existing lists were either out of date, too brief, or not altogether adapted to the purpose.

This bibliography is designed to furnish a list of books and magazine articles in which boys and girls may find reliable information presented in an interesting form. In compiling it all available lists have been consulted, especially the very full recent volume by Frederick J. Allen, "A Guide to the Study of Occupations." Since most of the books referred to give information about several occupations, repetition has been avoided by arranging the material in two sections. One gives an alphabetical list of occupations, indicating under each the books and magazines in which information may be found. The other lists alphabetically all the books referred to, with a descriptive note about each. Each magazine article treats of a single occupation and is therefore entered in full, with the descriptive note, under the occupation.

The teacher or counselor who desires suggestions for making the best use of the material gathered together here, is referred to the abundant literature of vocational guidance. One of the best bibliographies on that subject is one compiled by J. M. Brewer and R. W. Kelly, under the title "A Selected Critical Bibliography of Vocational Guidance." Other useful books are Brewer's "Vocational Guidance Movement," Davis's "Vocational and Moral Guidance," and Bloomfield's "Youth, School and Vocation."

JOHN H. LEETE,
Director.

November 15, 1921.



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* Indicates items which, on account of the method of treatment, are suited to the vocational counselor rather than to the pupil.

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- Clark. The high school boy and his problems, pp.152-167.
- Hall. How to get a position and how to keep it.
- Harris. The young man and his vocation.
- Pressey. A vocational reader.

Accountant

- Brooklyn Vocational Guidance Association. Accountancy and the business professions.
- Filene. Careers for women, pp.1-6.
- Fowler. Starting in life, pp.95-103.
- Leland Stanford Junior University. Vocational information, pp.34-37.
- Rollins. What can a young man do? pp.312-319.
- Weaver. Profitable vocations for boys, pp.154-164.
- Annals of the American Academy. July 1906. v.28, pp.16-27.
 - Profession of accountancy, by J. E. Sterrett.
 - The work of a public accountant and how to prepare for it.
- Collier's weekly. Jan. 8, 1916. v.56, pp.66-67.
 - Big money for wizards in figures, by L. W. Sammis.
 - Salaries of chartered accountants.
- Journal of accountancy. Sept. 1908. v.6, pp.351-354.
 - Prospects for young accountants.
 - Importance of the work of the public accountant and the probable increasing demand for his services.
- See also Auditor.—Bookkeeper.

Actor

- Calvert. Problems of the actor.
- Fowler. Starting in life, pp.129-149.
- Hoerle. The girl and the job, pp.200-207.
- Hornblow. Training for the stage.
- Reid. Careers for the coming men, pp.213-217.
- Rollins. What can a young man do? pp.271-273.
- Fortnightly review. May 1905. v.83, pp.820-829.
 - The calling of the actor, by H. B. Irving.
 - Valuable advice to the aspirant.
- Good housekeeping. March 1912. v.54, pp.325-332.
 - Stage work and the stage aspirant, by Julia Marlowe.
 - The demands and rewards of the actor's profession.
- Woman's home companion. Sept. 1916. v.43, p.19.
 - The stage-struck girl; a few guideposts for the path of those to whom the lure of the theatre proves irresistible, by W. A. Page.
 - Very practical advice, chiefly reasons why she should remain at home.

Actuary

- Bureau of Vocational Information. Vocations for business and professional women, p.5.
Leland Stanford Junior University. Vocational information, pp.37-38.

Advertiser

- Allen. Advertising as a vocation.
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Women's Educational and Industrial Union. Vocation series bulletin, no.2.
Women's Educational and Industrial Union. Vocations for the trained woman; opportunities other than teaching, pp.168-173.
Lippincott's magazine. Sept. 1915. v.96, pp.107-112.
Choosing a life work; the profession of advertising, by Harry Tipper.
Its demands and opportunities.

Agricultural Research Worker

- United States—Federal board for vocational education. Vocational rehabilitation series, no.33.

Agriculture, Teacher of. See Teacher of Agriculture.

Architect

- Barnard. Getting a living, pp.161-165.
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Fowler. Starting in life, pp.28-38.
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Architect—continued

Cosmopolitan. Sept. 1903. v.35, pp.488-498.

Making choice of a profession; architecture, by J. M. Carrère.
Difficulties and rewards of the architect's profession.

Lippincott's magazine. June 1915. v.95, pp.121-128.

Choosing a life work; the profession of architecture, by Aymar Embury II.

Both practical and inspiring.

Artist

Brewster. Vocational guidance for the professions, pp.177-187.

Filene. Careers for women, pp.69-72, 91-92.

Fowler. Starting in life, pp.162-172.

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*Mathews. Essays on vocation, pp.26-37.

Rollins. What can a young man do? pp.164-167.

Lippincott's magazine. Aug. 1915. v.96, pp.101-112.

Choosing a life-work; the profession of art, by Jay Hambidge.

Necessary training and compensations.

See also Illustrator.

Auditor

Fowler. Starting in life, pp.95-103, 173-189.

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Author

Bennett. How to become an author.

Brewster. Vocational guidance for the professions, pp.163-176.

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Matthews. Historical novel, pp.193-213.

Reid. Careers for the coming men, pp.237-245.

Outlook. Dec. 1, 1920. v.126, pp.599-600.

A preface to the profession of journalism, by Christopher Morley.

Advice on writing as a career.

Automobile Factory Worker

*Lutz. The metal trades, pp.80-102.

United States—Federal board for vocational education. Vocational rehabilitation series, no.20.

Automobile Repairman

Trade foundations based on producing industries, pp.102-106, 125-126.

United States—Federal board for vocational education. Vocational rehabilitation series, no.11.

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Sweetser. Opportunities in aviation.

Bacteriologist

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Leland Stanford Junior University. Vocational information, pp.135-136.

Women's Educational and Industrial Union. Vocation series bulletin, no.9.

See also Technician.

Baker

Gowin. Occupations, pp.297-298.

Hoerle. The girl and the job, pp.216-219.

*Ontario—Labour department. Vocational opportunities in the industries of Ontario. Bulletin no.7.

Trade foundations based on producing industries, pp.130-132.

United States—Federal board for vocational education. Vocational rehabilitation series, no.43.

Vocation Bureau. Vocations for boys, v.2.

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Fowler. Starting in life, pp.173-189.

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Leland Stanford Junior University. Vocational information, pp.40-42.

Reid. Careers for the coming men, pp.227-236.

Rollins. What can a young man do? pp.101-105, 106-108.

*Stevens. Boys and girls in commercial work, pp.89-95.

Vocation Bureau. Vocations for boys, v.1.

Women's Educational and Industrial Union. Vocations for the trained woman; opportunities other than teaching, pp.188-191.

Bankers' magazine. Oct. 1909. v.79, pp.511-514.

Women as bankers, by Mrs. E. B. B. Reesor.

Their opportunities and responsibilities.

Literary digest. July 17, 1920. v.66, pp.116-121.

What the woman in the bank thinks of the bank as a place for women.

See also Bond Salesman.

Bee Keeper

Filene. Careers for women, pp.24-26.

United States—Federal board for vocational education. Vocational rehabilitation series, no.37.

Women's Educational and Industrial Union. Vocations for the trained woman, pp.54-60.

Women's Educational and Industrial Union. Vocations for the trained woman; opportunities other than teaching, pp.152-153.

Blacksmith

Gowin. Occupations, pp.196, 198-200.

Trade foundations based on producing industries, pp.115-117.

Boiler Maker

Trade foundations based on producing industries, pp.117-119.

Bond Salesman

Leland Stanford Junior University. Vocational information, pp.51-52.

Book Seller

Atlantic monthly. Aug. 1915. v.116, pp.225-234.

New profession for women, by Earl Barnes.

Suggests the book selling business, and gives some advice on financing small book stores.

Bookbinder

Barnard. Getting a living, pp.61-64.

Hoerle. The girl and the job, pp.228-230.

*Shaw. The printing trades, pp.47-53.

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Vocation Office for Girls. Vocations for Boston girls. Bulletin no.2.

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*Stevens. Boys and girls in commercial work, pp.13-61, 107-181.

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*Shaw. The building trades.

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Women's Educational and Industrial Union. Vocations for the trained woman; opportunities other than teaching, pp.186-188.

Cabinet Maker

*Ontario—Labour department. Vocational opportunities in the industries of Ontario. Bulletin no.8.

Trade foundations based on producing industries, pp.99-101.

Weaver. Profitable vocations for boys, pp.149-151.

Candy Factory Worker

Hoerle. The girl and the job, pp.214-216.

*Ontario—Labour department. Vocational opportunities in the industries of Ontario. Bulletin no.7.

Vocation Bureau. Vocations for boys, v.2.

Vocation Office for Girls. Vocations for Boston girls. Bulletin no.13.

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*Shaw. The building trades, pp.18-19.

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*Fleming. Railroad and street transportation, pp.51-61.

Gowin. Occupations, pp.197, 215-220.

United States—Federal board for vocational education. Vocational rehabilitation series, no.11.

Chemist

Forster. Analytical chemistry as a profession for women.

Giles. Vocational civics, pp.203-207.

Leland Stanford Junior University. Vocational information, pp.156-160.

Pilcher. The profession of chemistry.

Rollins. What can a young man do? pp.135-139.

*Slosson. Creative chemistry.

Weaver. Profitable vocations for boys, pp.102-105, 225-229.

Women's Educational and Industrial Union. Vocation series bulletin, no.8.

Women's Educational and Industrial Union. Vocations for the trained woman; opportunities other than teaching, pp.74-76.

Scientific American. March 13, 1920. v.136, p.272.

Succeeding in chemistry; a relatively new field abounding in opportunities, by R. F. Yates.

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Civil Engineer

- Brewster. Vocational guidance for the professions, pp.141-152.
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*Mathews. Essays on vocation, pp.84-92.
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Lippincott's magazine. Dec. 1915. v.96, pp.125-134.
 Why should a man enter the ministry? by J. H. Holmes.
 Compensations which offset the disadvantages of this calling.
McClure's magazine. March 1915. v.44, pp.81-89.
 What it means to be a minister, by R. H. Schauffler.
 Dwells chiefly upon his hardships and difficulties.
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- *Bryner. The garment trades, pp.30-34.

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- Barnard. Getting a living, pp.65-69.
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*Ontario—Labour department. Vocational opportunities in the industries of Ontario. Bulletin no.4.
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*Red Cross Institute for Crippled and Disabled Men. Publications, series 2, no.4.

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Women's Educational and Industrial Union. Vocations for the trained woman; opportunities other than teaching, pp.105-106.

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California University—Vocational education division. An analysis of department store occupations for juniors.

*O'Leary. Department store occupations.

*Ontario—Labour department. Vocational opportunities in the industries of Ontario. Bulletin no.2.

*Women's Educational and Industrial Union. Training for store service.

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Cosmopolitan. Jan. 1905. v.38, pp.317-326.

Our consuls, by J. E. Watkins.

Their duties and their financial compensation.

Forum. July 1907. v.39, pp.122-135.

The reorganized American consular service as a career, by J. B. Osborne.

Why this attractive career can now be safely followed by ambitious young men.

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*Allinson. Dressmaking as a trade for women in Massachusetts.

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*Bryner. Dressmaking and millinery.

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*Ontario—Labour department. Vocational opportunities in the industries of Ontario. Bulletin no.3.

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Editorship as a profession for women, by M. E. Sangster.

Qualities which lead to success, and duties and opportunities of various phases of the work.

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Leland Stanford Junior University. Vocational information, pp.94-99.

Rollins. What can a young man do? pp.198-203.

Scientific American. May 4, 1912. v.120, pp.408-409.

Shall my boy become an electrical engineer, by John Ritchie, Jr.

Chiefly on the importance and earning capacity of the electrical engineer.

Scientific American. April 10, 1920. v.136, pp.389, 408-409.

Succeeding in electrical engineering, by R. F. Yates.

Electrician

- Barnard. Getting a living, pp.32-34.
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Briefly suggests his duties.

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United States—Federal board for vocational education. Vocational rehabilitation series, no.10.
Women's Educational and Industrial Union. Vocations for the trained woman; opportunities other than teaching, pp.163-167.
World today. Dec. 1906. v.11, pp.1321-1323.
Profession of forestry for young men, by G. E. Walsh.
Its hardships, fascination, training, and average salary.

Foundry Worker

- Barnard. Getting a living, pp.45-46.
*Lutz. The metal trades, pp.13-79.
*Ontario—Labour department. Vocational opportunities in the industries of Ontario. Bulletin no.10.

-Fruit Grower

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Genealogist

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Geologist

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Glass Blower

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Home Demonstration Agent

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Household Assistant

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Indexer

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Weaver. Vocations for girls, pp.73-78.

Lawyer

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A reliable survey of the field.

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Lumberman

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Manicurist

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Manufacturer

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Fowler. Starting in life, pp.226-234, 336-351.

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Market Gardener

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Mason

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- Mechanic

Fowler. Starting in life, pp.364-376.

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Mechanical Engineer

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Miner

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Mining Engineer

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Hoerle. The girl and the job, pp.235-243.

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Fairchild. Training for the electric railway business, pp.48-55, 111-137.

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Museum Worker

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\ Oculist

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Optician. *See* Optometrist.

Optometrist

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Painter (Mechanical)

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Paper Box Maker

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Paper Hanger

Barnard. Getting a living, pp.36-38.

Pattern Maker

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Pharmacist

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Plumber

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Policeman

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Poultry Raiser

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Power Machine Operator (Factory Work)

*Bryner. The garment trades, pp.117-123.

Giles. Vocational civics, pp.87-107.

Weaver. Vocations for girls, pp.57-72.

Printer

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Filene. Careers for women, pp.445-452.

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Spencer. The efficient secretary.

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Its interest, salary, and opportunities.

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Proof Reader

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*Shaw. The printing trades.

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Public Speaker

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Various aspects of this business are described to aid the student in his choice of a particular department as a life career.

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Shows the great variety of work embraced in this career and its attractive future.

Real Estate Agent

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Recreation Director

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Religion, Teacher of. *See* Teacher of Religion.

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Retailer

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*Stevens. Boys and girls in commercial work, pp.62-75.

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Salesman

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Filene. Careers for women, pp.152-157.
Fowler. Practical salesmanship.
Fowler. Starting in life, pp.16-27, 61-74.
Giles. Vocational civics, pp.121-134.
Hoerle. The girl and the job, pp.25-37.
Hoover. Science and art of salesmanship.
International Correspondence Schools. Profession of salesmanship.
Maxwell. Training of a salesman.
*O'Leary. Department store occupations, pp.60-63, 74-81.
*Ontario—Labour department. Vocational opportunities in the industries of Ontario. Bulletin no.2.
Rosenblatt. The ambitious woman in business, pp.323-343.
Vocation Bureau. Vocations for boys, v.1.
Weaver. Profitable vocations for boys, pp.173-179.
Weaver. Vocations for girls, pp.107-114.
See also Traveling Salesman.

Salesmanship, Teacher of. *See* Teacher of Salesmanship.

School Superintendent

Leland Stanford Junior University. Vocational information, pp.72-74.

Science, Teacher of. *See* Teacher of Science.

Scientist

- Brewster. Vocational guidance for the professions, pp.123-139.
Bureau of Vocational Information. Vocations for business and professional women, pp.32-34.
Filene. Careers for women, pp.410-443.
Women's Educational and Industrial Union. Vocations for the trained woman; opportunities other than teaching, pp.76-79.
Science. June 5, 1908. n. s. v.27, pp.873-882.
Opportunities for young men in science, by J. G. Coulter and others.
Considers botany, chemistry, geology, physics, and zoology.
See also Bacteriologist. — Botanist. — Entomologist. — Geologist. — Physicist. — Zoologist.

Sculptor

Filene. Careers for women, pp.75-77.

Secretary. *See* Private Secretary.—Young Men's Christian Association Secretary.—Young Women's Christian Association Secretary.

Sheet Metal Worker

- Barnard. Getting a living, pp.42-45.
*Shaw. The building trades, pp.22-23.
Trade foundations based on producing industries, pp.124-125.

Ship Builder

*Kelly. The shipbuilding industry.

United States—Federal board for vocational education. Vocational rehabilitation series, no.28.

Shoe Factory Worker

*Allen. The shoe industry.

Barnard. Getting a living, pp.79-83.

*Ontario—Labour department. Vocational opportunities in the industries of Ontario. Bulletin no.5.

Shopper, Professional

Filene. Careers for women, pp.102-104.

Show Card Writer

United States—Federal board for vocational education. Vocational rehabilitation series, no.38.

Social Secretary. See Private Secretary.

/ Social Worker

Barnard. Getting a living, pp.196-198.

Bureau of Vocational Information. Positions of responsibility in department stores, pp.72-76.

Bureau of Vocational Information. Vocations for business and professional women, pp.38-45.

Conyngton. How to help, pp.20-30.

Devine. Positions in social work.

Filene. Careers for women, pp.261-269, 461-549.

Giles. Vocational civics, pp.183-188.

Gowin. Occupations, pp.155-156, 279-282.

Hoerle. The girl and the job, pp.113-115.

Leland Stanford Junior University. Vocational information, pp.175-179.

Rollins. What can a young man do? pp.224-228.

Weaver. Vocations for girls, pp.160-170.

Women's Educational and Industrial Union. Vocation series bulletin, nos.3, 11-14.

Women's Educational and Industrial Union. Vocations for the trained woman, pp.73-108.

Women's Educational and Industrial Union. Vocations for the trained woman; opportunities other than teaching, pp.33-70.

Bookman. May 1916. v.43, pp.289-291.

The college graduate in welfare work, by H. J. Ferris.

Opportunities for service by the welfare worker in a business house.

Charities. Jan. 6, 1906. v.15, pp.469-476.

Social work; a new profession, by R. A. Woods.

What it offers to the well trained man or woman.

Soldier

Fowler. Starting in life, pp.213-225.

Reid. Careers for the coming men, pp.11-31.

Rollins. What can a young man do? pp.274-284, 301-302.

Weaver. Profitable vocations for boys, pp.76, 78-80.

Harper's weekly. Dec. 11, 1909. v.53, pt.2, pp.16-17.

Soldiering—what is there in it? by Capt. M. B. Stewart.

Informal discussion of the "army job" and why it "has everything in it."

North American review. Nov. 2, 1906. v.183, pp.870-876.

The army as a career, by W. G. H. Carter.

Its advantages shown as outweighing its drawbacks.

Statesman

Allen.—The law as a vocation, pp.20-22.

Baldwin. The young man and the law, pp.30-40.

Filene. Careers for women, pp.395-398.

Reid. Careers for the coming men, pp.171-178.

Rollins. What can a young man do? pp.235-245.

See also Diplomat.—Government and Civil Service.

Stationary Engineer

Trade foundations based on producing industries, pp.126-128.

See also Engineer.

Statistician

Filene. Careers for women, pp.560-562.

Hoerle. The girl and the job, pp.166-168.

Steel Worker

Barnard. Getting a living, pp.27-29.

*Lutz. The metal trades, pp.103-129.

Weaver. Profitable vocations for boys, pp.124-139.

Stenographer

Barnard. Getting a living, pp.107-111.

Bureau of Vocational Information. Vocations for business and professional women, pp.35-38.

Filene. Careers for women, pp.452-460.

Fowler. Starting in life, pp.119-128.

Giles. Vocational civics, pp.134-139.

Hoerle. The girl and the job, pp.11-17.

Rollins. What can a young man do? pp.158-163.

Rosenblatt. The ambitious woman in business, pp.227-258.

*Stevens. Boys and girls in commercial work, pp.13-61, 107-181.

Vocation Office for Girls. Vocations for Boston girls. Bulletin no.3.

Weaver. Profitable vocations for boys, pp.165-172.

Weaver. Vocations for girls, pp.127-129.

See also Private Secretary.

Stock Raiser

Filene. Careers for women, pp.42-43.

Trade foundations based on producing industries, pp.28-30.

Structural Iron Worker

*Shaw. The building trades, pp.23-24.

Trade foundations based on producing industries, pp.95-97.

Surgeon. *See* Physician.

Tea Room. *See* Restaurant Keeper.

- Teacher

Barnard. Getting a living, pp.186-189.

Brewster. Vocational guidance for the professions, pp.89-100.

Filene. Careers for women, pp.119-126, 129-151, 367-373.

Fowler. Starting in life, pp.261-275.

Giles. Vocational civics, pp.171-177.

Gowin. Occupations, pp.245, 258-264.

Hoerle. The girl and the job, pp.149-158.

Laselle. Vocations for girls, pp.54-65.

Leland Stanford Junior University. Vocational information, pp.74-85.

*Mathews. Essays on vocation, pp.93-118.

Palmer. The ideal teacher.

Pearson. The teacher.

Reid. Careers for the coming men, pp.21-31.

Rollins. What can a young man do? pp.93-100.

United States—Federal board for vocational education. Vocational rehabilitation series, no.22.

Weaver. Profitable vocations for boys, pp.200-209.

Weaver. Vocations for girls, pp.149-159.

Women's Educational and Industrial Union. Vocations for the trained woman; opportunities other than teaching, pp.273-276, 281-285.

Wright. The young man and teaching.

Educational review. Feb. 1918. v.55, pp.133-136.

Why teach? by E. D. Parsons.

A clear summary of privileges of the teacher.

School and society. June 12, 1920. v.11, pp.691-694.

Teaching as a calling, by F. L. McVey.

Emphasizes the joy of service which it brings and touches on its financial rewards.

See also Educational Research Worker.—Physical Director.—Vocational Counselor.

Teacher of Agriculture

*United States—Federal board for vocational education. Bulletin no.27.

Teacher of Botany

*Ganong. Teaching botanist, pp.52-72.

Teacher of Music

Tapper. Education of the music teacher.

Tapper. The music supervisor.

Teacher of Religion

Crawford. Vocations within the church, pp.118-133.

Teacher of Salesmanship

Bureau of Vocational Information. Positions of responsibility in department stores, pp.67-72.

Filene. Careers for women, pp.367-373.

Kennard. The educational director.

Women's Educational and Industrial Union. Vocations for the trained woman; opportunities other than teaching, pp.277-280.

Teacher of Science

Science. Jan. 8, 1909. n. s. v.29, pp.45-53.

Science teaching as a career, by H. P. Talbot.

Emphasizes its joy and privileges.

Technician

Leland Stanford Junior University. Vocational information, pp.169-172.

See also Bacteriologist.

Telegrapher

Barnard. Getting a living, pp.148-153.

Hoerle. The girl and the job, pp.69-72.

Literary digest. Oct. 21, 1916. v.53, pp.1028-1029.

Wireless for women.

Suggestive only.

- Telephone Operator

Barnard. Getting a living, pp.146-148.

Bloomfield. Readings in vocational guidance, pp.557-570.

Hoerle. The girl and the job, pp.66-69.

Laselle. Vocations for girls, pp.26-29.

Vocation Office for Girls. Vocations for Boston girls. Bulletin no.1.

Weaver. Vocations for girls, pp.115-118.

Outlook. May 26, 1906. v.83, pp.231-239.

Telephone girl, by S. Baxter.

The attractions of the calling are emphasized.

Textile Mill Worker

Barnard. Getting a living, pp.83-86.

*Ontario—Labour department. Vocational opportunities in the industries of Ontario. Bulletin no.6.

Translator

Women's Educational and Industrial Union. Vocations for the trained woman; opportunities other than teaching, pp.261-263.

Traveling Salesman

Allen. Business employments, pp.58-67.

Hoerle. The girl and the job, pp.103-105.

Rollins. What can a young man do? pp.221-223.

Rosenblatt. The ambitious woman in business, pp.296-322.

Ladies' home journal. Jan. 1919. v.36, p.78.

Job made for women, by B. E. L. Stockbridge.

The success of the traveling saleswoman and some of her proved qualifications.

See also Salesman.

Tree Surgeon

Dean. Opportunities out-of-doors, pp.58-82.

Typist. *See* Stenographer.

Upholsterer

*Ontario—Labour department. Vocational opportunities in the industries of Ontario. Bulletin no.8.

Vocational Counselor

Filene. Careers for women, pp.563-569.

Leland Stanford Junior University. Vocational information, pp.85-87.

Welder (Electric)

United States—Federal board for vocational education. Vocational rehabilitation series, no.40.

Welder (Oxy-Acetylene)

United States—Federal board for vocational education. Vocational rehabilitation series, no.9.

Wholesaler

Fowler. Starting in life, pp.204-212, 276-284, 387-399.

*Stevens. Boys and girls in commercial work, pp.76-81.

Wood Worker

Barnard. Getting a living, pp.38-40.

United States—Federal board for vocational education. Vocational rehabilitation series, no.8.

See also Cabinet Maker.

Young Men's Christian Association Secretary

Gowin. Occupations, pp.282-284.

Rollins. What can a young man do? pp.308-311.

Soares. The Y. M. C. A. secretaryship.

Young Women's Christian Association Secretary

Bureau of Vocational Information. Vocations for business and professional women, pp.30-32.

Filene. Careers for women, pp.399-401, 404-409.

Zoologist

Leland Stanford Junior University. Vocational information, pp.172-174.

Books Indexed

* Indicates books which, on account of the method of treatment, are suited to the vocational counselor rather than to the pupil.

Allen, Frederick James. 659.07 A42

Advertising as a vocation. 1919. Macmillan.

The primary purpose is to set forth the requirements, possibilities, and rewards in the advertising profession. Incidentally it outlines organization and methods of advertising and discusses advertising mediums.

Allen, Frederick James. 658 A42

Business employments. 1916. Ginn.

Contents: Employment opportunities on the business side of manufacture.—Modern retail trade as illustrated by the department store.—Finance as illustrated by banking. "Presents in a simple and clear manner the nature, extent, opportunities, and high demands of the business world." *Frederick J. Allen.*

Allen, Frederick James. 340.7 A42

The law as a vocation. 1913. (Vocation Bureau, Boston. Vocations for boys and young men.)

Brief, critical study which "aims to dissuade the unfit, as well as to help the fit."

***Allen, Frederick James.** 685.32 A42

The shoe industry. 1916. Vocation Bureau of Boston.

A non-technical description of manufacturing processes and detailed study of industrial and employment conditions.

***Allinson, May.** 331.4 A43

Dressmaking as a trade for women in Massachusetts; prepared under the direction of S. M. Kingsbury. 1916. (Women's Educational and Industrial Union, Boston. Studies in economic relations of women, v.4.)

The same. (In United States—Labor statistics bureau. Bulletin; women in industry, no.9.).....r 331.4 U253 no.9

Baldwin, Simeon Eben. 340.7 B19

The young man and the law. 1920. Macmillan. (Vocational series.)

Discusses the attractions, drawbacks, and ideals of the legal profession, as well as the personal qualities and education requisite for success as a lawyer.

+ Barnard, James Lynn, comp. 174 B25

Getting a living; a vocational civics text. 1921. Franklin.

Very simply and directly told, from information furnished by experts.

Bennett, Arnold. 808 B43

How to become an author; a practical guide. 1903.

Full of good sense and practical advice, especially in the opening chapter on "The literary career."

- Beveridge, Albert Jeremiah.** 174 B46
 The young man and the world. 1906.
 Stimulating advice on the choice of a profession, which first appeared in the "Saturday evening post."
- Bleyer, Willard Grosvenor, ed.** 070 B54p
 Profession of journalism; a collection of articles on newspaper editing and publishing, taken from the "Atlantic monthly," with an introduction and notes. 1918. Atlantic Monthly Press. (Atlantic texts.)
 The paper on "Journalism as a career," by C. M. Harger, reprinted from the "Atlantic monthly," Feb. 1911, v.107, pp.218-224, contains useful advice.
- Bloomfield, Meyer, ed.** 174 B56r
 Readings in vocational guidance. 1915. Ginn.
 Contains information on telephone operating, pp.557-570, which was issued by the Girls' Trade Education League, Boston.
- Bowsfield, Colvin Cullen.** 630 B66
 Making the farm pay. Rev. ed. 1919. Forbes.
 Consideration of the possibilities of intensive farming—especially the diversified type. The author is enthusiastic and holds out hope of success beyond that which the average amateur is likely to attain.
- Brewster, Edwin Tenney.** 174 B73
 Vocational guidance for the professions. 1917. Rand.
 "Like the earlier success books this little volume over-emphasizes the examples of successful persons, and contains some exaggerations of statement." *Frederick J. Allen.*
- Brooklyn Vocational Guidance Association, Brooklyn, N. Y.** 657 B77
 Accountancy and the business professions. [1919?]
Contents: Accountancy and the business professions, by J. J. Klein.—The business engineer and his work, by E. W. Weaver.—How I became a public accountant, by F. J. Batchelder.—From a school counsellor's correspondence files.
 Very brief but suggestive.
- *Bryner, Edna.** 646 B84
 Dressmaking and millinery. 1916. Survey committee of the Cleveland foundation. (Cleveland Education Survey.)
 A report on working conditions in these trades in Cleveland and opportunities which the industry offers to young people.
- *Bryner, Edna.** 687 B84
 The garment trades. 1916. Survey committee of the Cleveland foundation. (Cleveland Education Survey.)
 The sewing trades offer the largest industrial opportunity in Cleveland for girls. This report deals with methods and conditions in Cleveland factories.
- Bureau of Vocational Information, New York city.** r 658.612 B89
 Positions of responsibility in department stores and other retail selling organizations; a study of opportunities for women, by M. H. Tolman. 1921. (Studies in occupations, no.5.)
 A survey of such positions and of the work involved, the training, experience, physique, and personal qualities necessary, beginning positions, financial rewards, advantages and disadvantages in this field of work, and future opportunities, especially for women of higher education.

- Bureau of Vocational Information, New York city.** r 396.5 B89
 Vocations for business and professional women. 1919. (Bulletin no.1.)
 Gives a brief statement of facts about each occupation, including salaries and qualifications of the aspirant.
- Cabot, Richard Clarke.** 610.4 C11
 Training and rewards of the physician. 1918. Lippincott.
 A help to those about to prepare for medical study in deciding which phase of the profession would be the best for them to pursue. Divided into three parts: "Preparation of the physician," "Helps and hindrances in the doctor's development," "The rewards."
- California University—Vocational education division.** 658.612 C13
 An analysis of department store occupations for juniors. 1920. Berkely. (Part-time educational series; bulletin no.2.)
 The positions studied are those of wrapper and inspector, floor cashier, stock boy or girl, marker, and messenger. The information given about each includes duties, knowledge required, and promotional possibilities.
- Calkins, Earnest Elmo.** 659 C13b
 The business of advertising. 1920. Appleton.
 The final chapter on "Advertising as a profession" will be especially useful in suggesting the interest of this career.
- Calvert, Louis.** 792 C14
 Problems of the actor, with an introduction by Clayton Hamilton. 1918. Holt.
 Considers the motives which should influence the prospective actor, the opportunities of the profession, and how to enter it.
- Carnegie Institute of Technology, Pittsburgh.** r 620.7 C21
 Suggestions concerning the choice of a course in engineering. 1918. Pittsburgh. (Bulletin, ser.14, no.3.)
 Considers the training for and opportunities in various branches of engineering, giving helpful advice and information in concise form.
- Choate, Joseph Hodges.** 815 C448a ✓
 American addresses. 1911. Century.
 Contains an eloquent address on the qualifications and opportunities of the lawyer, and a eulogy of law as a profession.
- Clark, Thomas Arkle.** 370.1 C526
 The high school boy and his problems. 1920. Macmillan.
 The chapter on "Choosing a profession" contains good general advice pleasantly offered.
- Collins, Nelson.** 387 C71
 Opportunities in merchant ships. 1919. Harper. (Opportunity books.)
 Discusses the reasons for and against going to sea, what the life is, and the use of spare time at sea.
- Conyngton, Mary.** 361 C76
 How to help; a manual of practical charity. 1906. Young People's Missionary Movement.
 Contains a suggestive, if brief, chapter on the requirements and qualifications of the social worker.

Crawford, Leonidas W.

174 C87

Vocations within the church. 1920. Abingdon Press.

Sets forth the principles upon which the determination of a vocation should rest, and then presents the claims of the church as a field for service. Describes the various phases of church work and their rewards, avoiding any merely emotional appeal for recruits.

Dana, John Cotton.

020.4 D19

Libraries; addresses and essays. 1916. Wilson.

The essay on "Women in library work" is reprinted from the "Independent" of August 3, 1911. It describes the attraction and variety of the work and the qualifications necessary for success.

Davis, Annie E.

651 D31

The junior woman secretary; a guide to the secretarial profession for girls and young women. [1913.] Pitman.

English practice is briefly described.

Dean, Edward Owen.

630.973 D34

Opportunities in farming. 1919. Harper. (Opportunity books.)

A wholesome, sensible setting forth of the possibilities in farming to-day, frankly recognizing the fact that "many beginners in farming have been led to wrong conclusions and consequent disappointment and loss," and expressing the belief that "compared with city work, 'farming is a better business than some farmers think it to be, and poorer than some city persons think it to be.'" The treatment is sane and conservative. The book should render good service in counteracting the influence of numerous publications exaggerating the financial possibilities which agriculture offers to the untrained man. Has a chapter on women farmers.

Dean, Edward Owen.

174 D34

Opportunities out-of-doors. 1921. Harper. (Opportunity books.)

Shows how health, contentment, and a fair livelihood may be found in out-of-door work.

Devine, Edward Thomas, & Van Kleeck, Mary.

r 360 D49

Positions in social work; a study of the number, salaries, experience, and qualifications of professional workers in unofficial social agencies in New York city, based upon an investigation made by Florence Woolston for the New York School of Philanthropy and the Intercollegiate Bureau of Occupations. 1916. New York School of Philanthropy.

With this is bound "Social work as a profession for college men and women," by K. H. Claghorn.

Dickson, Mrs. Marguerite Stockman.

396.5 D55

Vocational guidance for girls. 1919. Rand.

Chiefly concerned with methods of developing home-making instincts, but briefly discusses various vocations.

Fairchild, Charles B.

621.3307 F15

Training for the electric railway business; written under the supervision of T. E. Mitten. 1919. Lippincott.

The "purpose... is to explain, non-technically, the business side of electric railroad-ing and, by defining the electric railway organization and its varied functions, to give an insight into the requirements, the opportunities and the training involved in the several departments of this exacting business." *Foreword.*

Filene, Catherine, ed.

396.5 F47

Careers for women. 1920. Houghton.

A compilation of articles, each giving a description of the work, the necessary training, the approximate financial return, and the advantages and disadvantages of many occupations for women.

Finck, Henry Theophilus.

927.8 F49

Success in music, and how it is won. 1909. Scribner.

Contents: Music, money, and happiness.—Successful singers.—Great pianists.—Four types of violinists.—Teachers, parents, and pupils.

Begins with some interesting statistics as to the pecuniary returns of a musical career. Then follow a number of biographies of special interest, including such names as Geraldine Farrar, Mary Garden, Victor Maurel, Maurice Renaud, and Ludwig Wüllner. The author has a personal acquaintance with most of the singers he describes and his pages are enlivened with anecdotes and conversations, as well as with shrewd estimates.

Fleming, Arthur Percy M. & Bailey, R. W.

620.7 F62

Engineering as a profession; scope, training, and opportunities for advancement. [1913.] Long.

Refers to conditions in England. Gives a broad, general outline of the field of engineering, with particulars as to courses at different British universities and colleges, and compares engineering with other recognized professions.

***Fleming, Ralph Douglas.**

655.07 F62

Railroad and street transportation. 1916. Survey committee of the Cleveland foundation. (Cleveland Education Survey.)

Briefly outlines the field for employment offered in actual operation of transportation facilities.

Foltz, El Bie Kean.

351.1 F73

Federal civil service as a career; a manual for applicants for positions and those in the civil service of the nation. 1909. Putnam.

Practical information based on actual work in civil service. Contains chapters on government organization and business methods, the merit system, examination, appointment, etc.

Forster, Emily L. B.

540.7 F78

Analytical chemistry as a profession for women, with a foreword by W. F. Reid. 1920. Griffin.

Deals with educational requirements and outlines some of the opportunities. Much of the book is devoted to information regarding science courses open to women in various British universities.

Fowler, Nathaniel Clark.

658 F84

Practical salesmanship; a treatise on the art of selling goods, by N. C. Fowler, assisted by 29 expert salesmen, sales-managers, and prominent business men. 1911. Little.

Covers the work of the traveling salesman, the retail or counter salesman, and the canvasser. Discusses education, qualities, habits, and experiences of the successful salesman.

Fowler, Nathaniel Clark.

174 F84

Starting in life; what each calling offers ambitious boys and young men. 1906. Little.

A practical book which discusses professions and occupations, their advantages and disadvantages, and the necessary preparation for entrance on each career. Each chapter has been submitted for judgment to two or three authorities, yet it contains some exaggerations.

Friedel, J. H.

020.7 F94

Training for librarianship; library work as a career. 1921. Lippincott. (Lippincott's training series.)

Describes the work, preparation for it, and its financial and other rewards; and considers various types of libraries from the standpoint of those who are contemplating entering the profession.

- Ganong, William Francis.** 580.7 G16a
Teaching botanist; a manual of information upon botanical instruction, including outlines and directions for a synthetic general course. Ed.2. 1910. Macmillan.
Has a chapter "On the training and traits of the good botanical teacher."
- Gardner, Mary Sewall.** 610.7 G18
Public health nursing. 1917. Macmillan.
Contains a chapter on the qualifications and rewards of the public health nurse.
- Giles, Frederic Mayor, & Giles, Mrs. I. K.** 604 G39
Vocational civics; a study of occupations as a background for the consideration of a life-career. 1919. Macmillan.
After an introductory discussion of the importance of a right choice of one's life-work, there are descriptions of the industrial and professional opportunities which this country offers. It is written in a concise, readable style.
- Gowin, Enoch Burton, & Wheatley, W. A.** 174 G75
Occupations; a textbook in vocational guidance. 1916. Ginn.
"A detailed study of the most important vocations, with broad outlines of the more important divisions and summaries of positions and fields of work. It deals mainly with work open to the boy, but presents such essential facts and outlines of study as give it value for general use. One of the best books now available for high school life-career classes." *Frederick J. Allen.*
- Graves, Henry S.** qr 634.9 U25c no.207
The profession of forestry. 1912. (United States—Forest service. Circular 207.)
A brief but authoritative statement of the character of the work involved, elements necessary for success, the requirements for training, and its future opportunities.
- Hall, Samuel Roland.** 174 H17
How to get a position and how to keep it, with special hints to various classes of applicants. 1908. Funk.
Very brief, but contains valuable information and suggestions for young people who are looking for work. Special hints tell what the employer usually desires in a particular occupation.
- Hammond, John Hays.** 620.7 H22
The engineer. 1921. Scribner. (Vocational series.)
The first half of the book discusses the advantages and shortcomings of the profession of engineering, personal qualifications, and necessary training. Seven chapters are devoted to the various branches—mechanical, civil, mining, electrical, chemical, marine, and military.
- Hampton, Isabel Adams, afterward Mrs. Robb.** 610.7 H22nu
Nursing ethics, for hospital and private use. 1901.
Practical advice to hospital nurses. Discusses nursing as a profession and the qualifications for success, care of the patient, uniform, night service, and the special duties of senior, head, and graduate nurses.
- Harris, Franklin Stewart.** 174 H29
The young man and his vocation. 1916. Badger. (Present day problems series.)
Suggestive and inspirational rather than informing. Gives brief treatment to opportunities in the leading occupations, and the personal requirements and training desirable for those entering each.
- Hendrick, Ellwood.** 540.7 H44
Opportunities in chemistry. 1919. Harper. (Opportunity books.)
A brief and strictly non-technical presentation of some of the possibilities of chemistry as a vocation.

- Hoerle, Helen Christene, & Saltzberg, F. B.** 396.5 H67
 The girl and the job. 1919. Holt.
 Brief and simply written accounts of the occupations open to girls and the opportunities for advancement which they offer.
- Hoover, Simon Robert.** 658.32 H77
 Science and art of salesmanship. 1917. Macmillan. (Macmillan's commercial series.)
 "The nature, requirements, and rewards of indoor salesmanship, with special instructions upon department store service." *Frederick J. Allen.*
- Hornblow, Arthur.** 792 H79
 Training for the stage; some hints for those about to choose the player's career, with a foreword by David Belasco. 1916. Lippincott.
 Informal and instructive, and should dissuade the unfit from aspiring to the profession.
- Horner, Warren Murdock.** 368 H81
 Training for a life insurance agent. 1917. Lippincott. (Lippincott's training series.)
 Explains qualifications and personal characteristics necessary to success, and has a special chapter on "The woman in life insurance."
- Hunt, Thomas Forsyth.** 630 H94y
 The young farmer; some things he should know. 1912. Judd.
 Clear, practical chapters, including "Essentials of success" and "Opportunities in agriculture." Assumes no knowledge of the subject on the part of the reader.
- International Correspondence Schools, Scranton, Pa.** 658.32 I24
 Profession of salesmanship. 1911-12. International Textbook Co. (International library of technology, v.118.)
 The first section deals clearly with such topics as requirements of the profession and its rewards.
- Jenks, Tudor.** j 614.84 J25
 The fireman [with] pictures by G. A. Williams. 1911. McClurg. ("What shall I be?" series.)
 On the work of the fireman, its dangers and rewards. Told in very readable, simple style.
- Jenks, Tudor.** j 656.8 J25
 The sailor [with] pictures by G. A. Williams. 1911. McClurg. ("What shall I be?" series.)
 An account of a sailor's life and of his work on shipboard, written in a pleasant, simple style.
- Jowett, John Henry.** 251 J47
 The preacher; his life and work. 1912. Hodder. (Yale lectures on preaching.)
Contents: The call to be a preacher.—The perils of the preacher.—The preacher's themes.—The preacher in his study.—The preacher in his pulpit.—The preacher in the home.—The preacher as a man of affairs.
 Advice addressed to young men considering the ministry as a life career.

- *Kelly, Roy Willmarth, & Allen, F. J.** 623.8 K17
The shipbuilding industry, with an introduction by C. M. Schwab. 1918. Houghton.
Contents: A great national enterprise.—Reviving a neglected industry.—Products of the shipyards.—From the blue-print to the finished ship; a glimpse of a modern steel shipyard.—Naval architecture and marine engineering.—The construction of the hull.—The metal trades and the electrical department.—The wood-working shops and yard maintenance.—Executive and clerical positions in shipbuilding.—The building of wooden ships.—Recruiting and training an industrial army.—Future opportunities for employment in American shipbuilding.—APPENDIX: Minimum wage scales in certain shipbuilding trades; Occupations similar to the shipbuilding trades.
- Kennard, Beulah Elfreth.** 658.612 K18
The educational director. 1918. Ronald Press Co. (Department store merchandise manuals.)
Presents the qualities and preparation necessary for those who train salespeople in department stores.
- Kilduff, Edward Jones.** 651 K25
The private secretary; his duties and opportunities. 1916. Century.
A useful book, giving much helpful information regarding the scope and general nature of the work and the essential qualifications of a private secretary in the business or professional field, as well as definite instruction in the specific duties of the position. A brief section on filing correspondence.
- Laselle, Mary Augusta, & Wiley, K. E.** 395.5 L34
Vocations for girls, with an introduction by Meyer Bloomfield. 1913. Houghton.
Definite information as to conditions of work and opportunities for advancement in the more common vocations open to girls who have had a common school or high school education only.
- Lee, James Melvin.** 070 L52
Opportunities in the newspaper business. 1919. Harper. (Opportunity books.)
Contents: The country weekly.—The small-city daily.—The metropolitan daily.
"Brisk, compact and practical." *Cleveland Public Library.*
- Leland Stanford Junior University.** 174 L57
Vocational information; prepared by the Committee on vocational guidance. [1919.] (Leland Stanford Junior University. Bulletin.)
"Presents a study of the vocations open to college and university graduates and the kinds of training needed to enter them. Nearly two years were spent in the preparation of the manual and information was secured from students, from alumni, and from the occupational world. It was prepared for the use of counselor and student, and is a valuable addition to occupational literature." *Frederick J. Allen.*
- Library Bureau.** 651.507 L68
Filing as a profession for women. 1919.
Presents the value of proper filing and outlines possibilities. Does not consider methods, but gives on pp.25-26 a list of publications dealing with the technique of filing.
- *Lutz, R. R.** 621.7 L98
The metal trades. 1916. Survey committee of the Cleveland foundation. (Cleveland Education Survey.)
Contents: Foundry and machine shop products.—Automobile manufacturing.—Steel works, rolling mills, and related industries.
A brief study of apprenticeship and training, working conditions, and opportunities in these industries.

- McCullough, Ernest.** 620.7 M14
 Engineering as a vocation. 1911. Williams.
 The author has an intimate practical knowledge of civil engineering and contracting. He discusses here the history, scope, and present trend of the profession of engineering and the training and remuneration of engineers. The chapter on "Home study courses" gives brief suggestive lists of books for self instruction.
- *Mathews, Basil Joseph, ed.** 371.42 M47
 Essays on vocation; first series. 1919. Milford.
 The aim of the notable English men and women who contribute these essays is to show the importance of vocation as distinguished from earning a living, and the spirit of the book is ethical and idealistic.
- Matthews, Brander.** 804 M47
 Historical novel, and other essays. 1901.
 The essay on "Literature as a profession" gives some good general advice to the would-be man of letters.
- Maxwell, William Morey.** 658.32 M52t
 Training of a salesman. 1919. Lippincott. (Lippincott's training series.)
 The author illustrates his theories of salesmanship by a generous use of actual examples. His style is narrative in the main, and quite informal.
- Moon, Frederick Franklin.** 634.9 M87b
 Book of forestry. 1916. Appleton.
 Contains a very readable chapter on "The life of a forester."
- *Morris, B. J.** r 371.9 R26 ser.2, no.4
 Employment opportunities for handicapped men in the copper-smithing trade. (Red Cross Institute for Crippled and Disabled Men. Publications, ser.2, no.4.)
 Valuable for other than disabled men.
- Morris, B. J. & Paull, C. H.** 371.91 M91
 Opportunities for handicapped men in the rubber industry. 1919. (Red Cross Institute for Crippled and Disabled Men. Publications, ser.2, no.9.)
 Valuable information for anyone considering employment in a rubber factory.
- Myers, Elizabeth.** 395 M99
 Social secretary. 1919. Brentano.
Contents: The social secretary.—Housekeeping.—Business.—The social side.—Organization secretary and treasurer.
 Sets forth in detail the various duties of the secretary in a home of wealth and social position.
- Newell, Frederick Haynes, & Drayer, C. E. ed.** 620.7 N27
 Engineering as a career; a series of papers by eminent engineers. 1916. Van Nostrand.
 Brief papers outlining the opportunities in various branches of engineering. Not all of the authors have treated their subjects satisfactorily but the book is nevertheless a useful addition to the scanty literature of the subject.
- *O'Leary, Iris Prouty.** 658.612 O23
 Department store occupations. 1916. Survey committee of the Cleveland foundation. (Cleveland Education Survey.)
 An outline of business opportunities in retail stores, with special reference to conditions in department stores, five and ten cent stores, and "neighborhood" stores in Cleveland.

- *Ontario—Labour department.** 607 O25
 Vocational opportunities in the industries of Ontario; a survey.
 10 nos. in 1v. 1920.
 The first bulletin serves as a general introduction to the series, each of the other numbers being devoted to one group of allied occupations. Although intended for use in Ontario schools, much of the information is not of local interest.
- *Osler, Sir William.** 610.4 O29a
 Aequanimitas, with other addresses to medical students, nurses, and practitioners of medicine. Ed.2. 1906. Lewis.
 "Collection of addresses and essays...pertinent to medicine...He has given his thoughts on education; on investigation; on the relation of physicians to patients and nurses; on ethics; guardedly, on religion; and fully, on the conduct of life."
Nation, 1905.
- *Osler, Sir William.** 610.4 O29c
 Counsels and ideals [comp. from the writings of William Osler, by C. N. B. Camac]. 1905. Houghton.
 Wise and inspiring advice to the medical student, presented in an eloquent, convincing manner.
- ✓ **Palmer, George Herbert.** 370.4 P19
 The ideal teacher. 1908. Houghton. (In Palmer, G. H. & Palmer, Mrs. Alice (Freeman). The teacher, pp.3-30.)
 Should be read by everyone who contemplates this profession.
- Pattison, T. Harwood.** 250 P31
 For the work of the ministry; for the classroom, the study, and the street. 1907. American Baptist Publication Society.
 Two chapters are especially useful, "The call and the office" and "Is the ministry worth while?"
- Pearson, Francis Bail.** 371 P35t
 The teacher. 1921. Scribner. (Vocational series.)
 A series of brief, readable essays on the scope and purpose of this calling.
- *Perry, Lorinda.** 331.4 P44
 Millinery as a trade for women; prepared under the direction of S. M. Kingsbury and M. P. Smith. 1916. Longmans. (Women's Educational and Industrial Union, Boston. Studies in economic relations of women, v.5.)
- Pilcher, Richard Bertram.** 540.7 P58
 The profession of chemistry. 1919. Constable.
 Concerned with the training necessary and with possible careers open to chemists, especially in England.
- Pinchot, Gifford.** 634.907 P61
 Training of a forester. 1914. Lippincott.
 Makes no attempt to teach forestry, but in a brief popular outline endeavors to define the work of a forester and to suggest the requirements. Special reference to the federal forest service.
- Pressey, Park.** 174 P92
 A vocational reader. 1916. Rand.
 "Extracts from the writings of well-known authors, presenting brief pictures of work in the common occupations, both in prose and poetry...Valuable in presentation of facts and for inspiration." *Frederick J. Allen*.

- Ralph, Julian. 070 R17
 Making of a journalist. 1903.
 Includes readable chapters on "Choosing the profession" and "The power of a reporter."
- Reid, Whitelaw, and others. 174 R31
 Careers for the coming men; practical and authoritative discussions of the professions and callings open to young Americans. 1904. Saalfeld.
 Still of value, in spite of the date of publication, as the various essays were written by Americans of national reputation in each field.
- Rollins, Frank West. 174 R65
 What can a young man do? 1907. Little.
 Presents briefly and in popular style the advantages as well as the drawbacks of a large number of professions and employments for men.
- Rosenblatt, Ann, (*pseud.* Eleanor Gilbert). 396.5 R72
 The ambitious woman in business. 1916. Funk.
 "My purpose has been to present facts which will determine whether it is reasonable or desirable for a woman to entertain the same high goal in business as a man; and also, to bring intimately to her attention the modern methods used by men to achieve great success in business, which she can apply in planning her own future ...I am writing it for the girl who plans to enter business life; for the college woman seeking a means of livelihood in some non-professional, non-teaching occupation." *Preface.*
- Seitz, Don Carlos. 070 S46
 Training for the newspaper trade. 1916. Lippincott.
 Especially valuable for its discussion of journalistic opportunities. Is based upon wide experience.
- *Shaw, Frank Leslie. 690.7 S53
 The building trades. 1916. Survey committee of the Cleveland foundation. (Cleveland Education Survey.)
Contents: Nature of building work.—Number in the trades and sources of supply.—Conditions of labor.—Training before the boy leaves school.—Training after leaving school.—A summary of training recommendations.
- *Shaw, Frank Leslie. 655.07 S53
 The printing trades. 1916. Survey committee of the Cleveland foundation. (Cleveland Education Survey.)
 A brief consideration of printing as a vocation, the requisite training, and the possibilities.
- Sloane, Thomas O'Connor. 621.307 S63
 How to become a successful electrician; the studies to be followed, methods of work, fields of operation, and ethics of the profession. 1901. Henley.
The same. 1903. Henley.....j 621.307 S63
- *Slosson, Edwin Emery. 660 S63
 Creative chemistry; descriptive of recent achievements in the chemical industries. 1919. Century. (Century books of useful science.)
 Well written and non-technical. Originally appeared as a series of articles in "The Independent," 1917-18.
 Included as suggestive and informative, although not directly vocational.

- Soares, Theodore Gerald, & Ober, C. K.** 267.3 S67
 The Y. M. C. A. secretaryship; a significant life calling. 1919. Association Press.
 A guide for those who desire to enter this field of service, describing briefly the many phases of the work and how to become a secretary.
- Spencer, Ellen Lane.** 651 S74
 The efficient secretary; practical suggestions, information, helps to stenographers and others wishing to become secretaries. 1916. Stokes.
- Stevens, Bertha Morton.** 650.7 S84
 Boys and girls in commercial work. 1916. Survey committee of the Cleveland foundation. (Cleveland Education Survey.)
Contents: Different work for boys and girls.—A general view of commercial work.—Transportation and public utilities.—The retail store.—The wholesale business.—Manufacturing.—Banking.—Civil service.—The small office.—Wages.—Commercial training as a scheme of education.—The training Cleveland gives.—The results of undifferentiated training for boys and girls.—General recommendations for training.—How to train the girls.—How to train the boys.—A summary of training observations.
- Stirling, Yates.** 359 S86
 Fundamentals of naval service. 1917. Lippincott.
 Compact presentation of every phase of the navy, including an excellent chapter on "The navy as a career."
- Sweetser, Arthur, & Lamont, Gordon.** 533.607 S97
 Opportunities in aviation. 1920. Harper. (Opportunity books.)
 Has a chapter on qualifications for an airplane mechanic; deals briefly with training of aviators, but has little to say about the requirements. States in the introduction that "If there may be one deduction drawn from the experience of instructors in the Royal Air Force, it is that it is the training, not the individual, that makes the pilot."
- Tapper, Thomas.** 780.7 T19e
 Education of the music teacher. 1915. Presser.
Contents: The fundamental requisites.—Music teaching as service.—Music teaching as profession.—Equipment and success.—Pedagogy.—Musical theory.—The pupil.—Music history and biography.—Music in the home.—Mechanical musical instruments.—Community music.—A type of community music in the United States.—Public school music.—Music in social settlement work.—Efficiency.—Self-expression in music.—Musical composition.—The basis of musical memory.—Teaching material.—Method and system.—The music club.—The measure of success.—Recapitulation.—Examinations in music.
- Tapper, Thomas.** 780.7 T19
 The music supervisor; his training, influence, and opportunity. 1916. Ditson.
 Describes his work, his rewards, and his relation to the entire community.
- Trade foundations based on producing industries; a pre-vocational text-book, by pre-vocational and vocational directors, instructors and tradesmen, with a preface by T. N. Carver.** 604 T67
 1919. Jones.
 Intended for use in the seventh, eighth, and ninth grades of school, and covers agriculture, lumbering, fishing, mining, and manufacturing. Fully illustrated.
- *United States—Federal board for vocational education.** r 607 U253b
 Bulletin, nos. 27, 38, 50.
 These bulletins give valuable information about three divergent careers—those of the teacher of vocational agriculture, the miner, and the employment manager.

United States—Federal board for vocational education. 371.91 U25v

Vocational rehabilitation series, nos.1, 3–23, 25, 31–39. 1918–19.

Although issued “for disabled soldiers, sailors, and marines, to aid them in choosing a vocation,” many of these “opportunity monographs” would help other young men. Some of the vocations described are new or unusual, and the information given in each case includes personal qualifications of the aspirant, the nature of the work, and its opportunities.

***United States—Women’s bureau.**

Women street car conductors and ticket agents. . 1921. (United States—Women’s bureau. Bulletin no.11.)

Gives results of a survey of their hours, wages, and conditions of work in Detroit, Kansas City, Boston, and Chicago.

Vocation Bureau, Boston.

174 V36

Vocations for boys. 2v. 1911.

v.1. Banking.—The department store and its opportunities for boys and young men.
v.2. The grocer.—The landscape architect.—The architect.—Confectionery manufacture.—The baker.—The machinist.

The bulletin on the department store is unusually complete in its treatment of the subject. All give valuable information as to the nature of the vocation in question, available positions, opportunities and pay, and the requisite qualities and training of the applicant.

Vocation Office for Girls, Boston.

396.5 V36

Vocations for Boston girls. 1911–13. Girls Trade Education League. (Bulletin nos.1–9, 11–14.)

Contents: Telephone operating.—Bookbinding.—Stenography and typewriting.—Nursery maid.—Dressmaking.—Millinery.—Straw hat making.—Manicuring and hairdressing.—Nursing.—Clothing machine operating.—Paper box making.—Confectionery manufacture.—Knit goods manufacture.

Very useful also for girls in other cities. Gives advantages and disadvantages of each occupation, wages to be expected, etc.

Waddell, John Alexander Low, & Harrington, J. L. ed.

620.4 W11

Addresses to engineering students. 1911. Privately printed.

Selected addresses by college professors and practicing engineers. Devoted in general to engineering education, engineering literature, professional ethics, and the work of the engineer. The chapters on “The profession of engineer,” “Some relations of the engineer to society,” and “The engineer as a professional man” should prove stimulating and suggestive to a would-be engineer.

Warren, George Frederick.

630 W24f

Farm management. 1915. Macmillan. (Rural text-book series.)

Comprehensive, authoritative work on the business principles of successful farming, including farm selection, decisions as to type of farming, labor, rental, marketing, and farm organization in general. The first chapter is especially useful as it attempts to answer the question, “Shall I be a farmer?”

Weaver, Daniel Witwer, & Weaver, E. W.

610.4 W36

Medicine as a profession. 1917. Barnes.

Interesting work, outlining requirements and rewards, and reviewing the many fields of service open to the physician.

Weaver, Eli Witwer, & Byler, J. F.

174 W36

Profitable vocations for boys. 1915. Barnes.

The same.....j 174 W36

Brief, popularly written surveys of occupations open to boys and young men.

- Weaver, Eli Witwer, ed.** 396.5 W36
 Vocations for girls. 1913. Barnes. (Vocational series)
 Also published under the title "Profitable vocations for girls."
 Offers in simple terms advice on the choice of a vocation, the preliminary steps toward securing a position, and the means of advancement.
- Wilkinson, John W.** 630 W73
 Practical agriculture. 1909. Am. Bk. Co.
 A brief treatise "prepared for general public school use and to reveal to pupils in city schools the opportunities of country life." *Frederick J. Allen.*
- *Witherspoon, Fannie M. & Crocker, Mrs. A. M.** 351.1 W82
 Opportunities for women in the municipal civil service of the city of New York; a study of the number of women employed, duties, qualifications, compensation, and length of service, based upon an investigation made for the Intercollegiate Bureau of Occupations and the Women's auxiliary of the Civil Service Reform Association of New York. 1918. Intercollegiate Bureau of Occupations.
- *Women's Educational and Industrial Union, Boston.** 658.612 W85
 Training for store service; the vocational experiences and training of juvenile employees of retail department, dry goods, and clothing stores in Boston; report of investigations made in the Research department of the Women's Educational and Industrial Union, Lucile Eaves, director. 1920. Badger.
 Half of the book is devoted to the study of the numbers, distribution, qualifications, and careers of juvenile store employees, and of the nature of the several forms of employment in which they are engaged.
- Women's Educational and Industrial Union, Boston.** 396.5 W85v
 [Vocation series bulletin. nos.1-14.] 1911.
 Each bulletin is devoted to a single vocation and is very brief. The information is somewhat out of date, and is largely confined to conditions in New England, but is still of value.
- Women's Educational and Industrial Union, Boston.** 396.5 W85vo
 Vocations for the trained woman; agriculture, social service, secretarial service, business of real estate; prepared under the direction of S. M. Kingsbury. 1914. Longmans. (Studies in economic relations of women, v.1, pt.2.)
 Not limited in value to the college woman, to whom it is addressed.
- Women's Educational and Industrial Union, Boston.** 396.5 W85
 Vocations for the trained woman; opportunities other than teaching; introductory papers ed. by A. F. Perkins. 1910. (Studies in economic relations of women, v.1.)
 Intended rather for the college graduate, but the information, where not out of date, is very reliable.
- Wright, Henry Parks.** 371 W93
 The young man and teaching. 1920. Macmillan. (Vocational series.)
 Considers teaching as a profession, the objections to the vocation, personal and educational qualifications, methods of instruction, discipline, and teaching in colleges. Ends with a chapter of inspiration from the lives of great teachers.

Publications of the Library Now in Print

Prices. Where two prices are given, the first is that for which the publication is sold at the Library only. All prices are strictly net, except for individual publications ordered in lots of twenty or more. Remittances must be made in advance, payable to Carnegie Library of Pittsburgh. All publications not marked * may be had free at the Library, or will be sent postpaid for 5 cents each.

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FIRST SERIES, 1895-1902. 10 parts. 1903-07.

Part 1. General Works. 1907. 67 pp. 10 cents, postpaid.

Part 2. Philosophy and Religion. 1903. 223 pp. Out of print.

Part 3. Sociology and Philology. 1904. 340 pp. 15 cents; postpaid, 25 cents.

Part 4. Natural Science and Useful Arts. 1904. 598 pp. 35 cents; postpaid, 50 cents.

Part 5. Fine Arts. 1905. 351 pp. 15 cents; postpaid, 25 cents.

Part 6. Literature. 1905. 308 pp. 15 cents; postpaid, 25 cents.

Part 7. Fiction. 1906. 446 pp. 25 cents; postpaid, 40 cents.

Part 8. History and Travel. 1907. 691 pp. 50 cents; postpaid, 65 cents.

Part 9. Biography. 1907. 381 pp. 20 cents; postpaid, 30 cents.

Part 10. Indexes, Title-Pages, Contents, Preface and Synopsis of Classification. 1907. 850 pp. \$1.00; postpaid, \$1.20.

SECOND SERIES, 1902-1906. 5 parts. 1907-08.

Part 1. General Works, Philosophy, Religion, Sociology and Philology. 1907. 425 pp. Out of print.

Part 2. Natural Science, Useful Arts and Fine Arts. 1907. 477 pp. 45 cents; postpaid, 60 cents.

Part 3. Literature, English Fiction and Fiction in Foreign Languages. 1908. 342 pp. 40 cents; postpaid, 50 cents.

Part 4. History and Travel, Collected Biography and Individual Biography. 1908. 465 pp. 45 cents; postpaid, 60 cents.

Part 5. Indexes, Title-Pages, Contents, Preface and Synopsis of Classification. 1908. 460 pp. 80 cents; postpaid, 95 cents.

THIRD SERIES, 1907-1911. 10 parts. 1912-14.

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Part 1. General Works, Philosophy, Religion. 1919. 208 pp. 50 cents; postpaid, 60 cents.

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Part 3. Natural Science, Useful Arts. 1920. 536 pp. \$1.15; postpaid, \$1.30.

Part 4. Fine Arts. 1921. 235 pp. 50 cents; postpaid, 60 cents.

Monthly Bulletin. 50 cents a year, postpaid.

Not published in August and September.

Annual Reports, 1st-25th, 1896-1920. Sent free upon request.

Except the 3d, 6th and 20th, which are out of print.

Books in the Library of the American Philatelic Society. 1910. 20 pp.

***Carnegie Institute and Carnegie Library of Pittsburgh (Handbook).**

2d edition. 1921. 72 pp. 35 cents; postpaid, 40 cents.

Catalogue of the Carnegie Library School; a school for training in General Library Work, Library Work with Children and School Library Work. Sent free upon request.

***Debate Index.** 3d edition. 1919. 116 pp. 25 cents; postpaid, 30 cents.

The Function of the Public Library in a Democracy. 1920. 20 pp.

Periodicals and Other Serials Currently Received by the Carnegie Library of Pittsburgh. 8th edition. 1921. 53 pp.

Rules for Filing Cards in the Dictionary Catalogues of the Carnegie Library of Pittsburgh. Second reprint of 2d edition. 1921. 32 pp.

What a Public Library Finds to Do; by Elisa May Willard. 1917. 18 pp.

Reference Lists

History

Books of Interest in Connection with the European War. 1914. 26 pp.

Braddock's Expedition. 11 pp. (Monthly Bulletin, Nov. 1906.)

England and the English; a Few Suggestions for Reading. 1918. 12 pp.

Expedition of General Forbes against Fort Duquesne. 1908. 20 pp.

Expeditions of General Bouquet to the Ohio Country, 1763 and 1764. 11 pp. (Monthly Bulletin, Dec. 1909.)

***Letters of General Forbes; Reprint of 35 Letters Relating to the Expedition against Fort Duquesne.** 63 pp. 20 cents; postpaid, 25 cents. (Monthly Bulletin, Feb.-May 1909.)

***Pennsylvania; a Reading List for the Use of Schools, with Special Reference to Indian Warfare and the Local History of Pittsburgh.** 1911. 83 pp. 20 cents; postpaid, 25 cents.

The Pilgrims; Selected Material for Use in Connection with the Pilgrim Tercentenary Celebration. 1920. 13 pp.

Pittsburgh in 1816. 1916. 75 pp.

Washington's Visits to Pittsburgh and the Ohio Country. 15 pp. (Monthly Bulletin, Feb. 1908.)

The Whiskey Insurrection. 9 pp. (Monthly Bulletin, July 1906.)

Biography

- Lives and Letters**; a Selected and Annotated List. 1910. 36 pp.
- *Men of Science and Industry**; a Guide to the Biographies of Scientists, Engineers, Inventors and Physicians, in the Carnegie Library of Pittsburgh. 1915. 189 pp. 20 cents; postpaid, 30 cents.

Sociology

- *Choice of Vocation**; a Selected List of Books and Magazine Articles for the Guidance of Students. 1921. 50 pp. 20 cents; postpaid, 25 cents.
- Foreign-born Americans**; Their Contribution to American Life and Culture. 1921. 36 pp.
- Housing**. 1912. 45 pp.
- Immigration**. 1918. 12 pp.
- Vocational Guidance**. Supplement. 10 pp. (Monthly Bulletin, Dec. 1915.)

Publications of Interest to Engineers

- Air-Brakes**. 1915. 55 pp.
- Air Conditioning**. 1914. 55 pp.
- Brick Manufacture and Bricklaying**. 26 pp. (Monthly Bulletin, Jan. 1912.)
- By-Product Coking**. 1915. 40 pp.
- Case-Hardening**. 1918. 10 pp.
- Electric Driving In Rolling-Mills and Foundries**. 11 pp. (Monthly Bulletin, Nov. 1907.)
- Engineering Ethics**. 1917. 17 pp.
- Floods and Flood Protection**. 48 pp. (Monthly Bulletin, July 1908.)
- Floods and Flood Protection**. Supplement. 1911. 19 pp.
- The Gyroscope**. 1917. 23 pp.
- *Index to Proceedings of the Engineers' Society of Western Pennsylvania**. Volumes 1 to 20, 1880-1904; Compiled by Harrison W. Craver. 1906. 144 pp. \$1 postpaid.
- *Index to the Classified Catalogue of the Technology Department**. 2d edition. 1916. 63 pp. 10 cents; postpaid, 15 cents.
- Lampblack**. 1919. 8 pp.
- List of Technical Indexes and Bibliographies Appearing Serially**. 1910. 17 pp.
- Market Prices Appearing Currently in Technical and Trade Journals**. 1918. 6 pp.
- *Men of Science and Industry**; a Guide to the Biographies of Scientists, Engineers, Inventors and Physicians, in the Carnegie Library of Pittsburgh. 1915. 189 pp. 20 cents; postpaid, 30 cents.
- Metal Corrosion and Protection**. 2d edition, revised and enlarged. 58 pp. (Monthly Bulletin, July 1909.)
- Mica**. 12 pp. (Monthly Bulletin, Oct. 1908.)

- Refuse and Garbage Disposal.** 1909. 39 pp.
- Road Dust Preventives.** 1916. 39 pp.
- *Sand; its Occurrence, Properties and Uses.** 1918. 72 pp. 15 cents; postpaid, 20 cents.
- Scientific and Technical Reference Books.** 19 pp. (Monthly Bulletin, Nov. 1916.)
- *Sewage Disposal and Treatment.** 1910. 96 pp. 15 cents; postpaid, 20 cents.
- Smoke Prevention.** 18 pp. (Monthly Bulletin, May 1907.)
- Sodium Nitrate Industry of Chile.** 7 pp. (Monthly Bulletin, March 1908.)
- Steam Turbines.** 21 pp. (Monthly Bulletin, Nov. 1904.)
- *Technical Book Review Index, vol.1-date, March 1917-date.** 50 cents a year, postpaid.
 No.1-3, March, April, May, 1917, published in the Monthly Bulletin of those months, 5 cents each, postpaid.
 Vol.1, no.4-vol.5, no.2 (July 1917-June 1921), issued separately, quarterly, 15 cents each, postpaid.
- Trees and Forestry.** 1917. 18 pp.

Library Work with Children

- *Annotated Catalogue of Books Used in the Home Libraries and Reading Clubs.** 1905. 110 pp. 20 cents; postpaid, 25 cents.
- *Catalogue of Books, Annotated and Arranged, and Provided by the Carnegie Library of Pittsburgh for the Use of the First Eight Grades in the Pittsburgh Schools.** 1907. 331 pp. 35 cents; postpaid, 50 cents.
- *Catalogue of Books in the Children's Department of the Carnegie Library of Pittsburgh.** 2d edition. 1920. Volume 1: Author List and Title List. 465 pp. \$1; postpaid, \$1.15. Volume 2: Subject Index. 332 pp. 75 cents; postpaid, 85 cents.
- Patriotism Through Literature;** by Elva S. Smith. 1919. 17 pp. (Monthly Bulletin, June 1919.)
- *Pennsylvania; a Reading List for the Use of Schools, with Special Reference to Indian Warfare and the Local History of Pittsburgh.** 1911. 83 pp. 20 cents, postpaid, 25 cents.
- Stories from the Ballads of Robin Hood; Outlines for Story-Telling.** 1914. 38 pp.
- Stories from the Greek Myths.** 1912. 29 pp.
- Stories from the Iliad and the Odyssey.** 1912. 30 pp.
- Stories from the Norse; Outlines for Story-Telling.** 1914. 22 pp.
- *Stories to Tell to Children.** 3d edition. 1921. 72 pp. 25 cents; postpaid, 30 cents.
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